

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO. 612-54SUPERSEDES SCHEDULE 612-14  
RECORDS RETENTION AND DISPOSAL SCHEDULEPAGE  
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Department of Licensing and Regulation		State Bank Commissioner
AGENCY		DIVISION
Item No.	Description	Retention
1	<u>CHARTERS, AMENDMENTS, AND BY LAWS:</u> These basic legal documents (filed alphabetically by company name) are necessary to satisfy legal requirements.	Retain permanently.
2	<u>FINANCIAL RECORDS OF INSTITUTIONS IN RECEIVERSHIP:</u> Whenever the capital stock of an institution is reduced by impairment, and such impairment is not made good as prescribed by law, the Bank Commissioner may take possession and retain possession until it resumes business or is placed in final liquidation. In accordance with this responsibility, various financial records of trusts, receipts and disbursement books and other records have accumulated for those taken in receivership.	Retain permanently.
3	<u>OPINIONS OF THE ATTORNEY GENERAL:</u> Official interpretations of law as it pertains to the administration of the powers and responsibilities of the Bank Commissioner.	Retain until superseded, or rescinded. Then destroy.
4	<u>AFFILIATE FILE:</u> Folders are established on applications for non-bank affiliates of banking institutions and certain correspondence, Audit Reports, Resolution Certificates, Application Forms, Affiliation Plans, etc.	Retain the file while affiliate is under the regulation of this office and for three (3) years thereafter. Then destroy.
5	<u>PERIODIC EXAMINATION FILES (Completed):</u> Files document the extent of the statutory required examination to determine the financial condition and soundness of State chartered banks, trust companies, mutual savings banks, and credit unions. Files contain all or some of the following:  a. Examiners Reports  b. Confidential Reports	Retain workpapers for five (5) years after examination. Retain reports only an additional ten (10) years. Then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

8/25/87 Joseph T. Seidel

7/24/87

Date

Signature

Director of  
Administration

Bank Commissioner

Title

Schedule Authorized by  
Hall of Records Commission

8/24/87 [Signature]

Date

State Archivist

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Item No.	Description	Retention
	c. Recommendations	
	d. Remarks and Conclusions	
	e. Correspondence	
	f. Questionnaires	
	g. Reports of Meetings	
	h. Lists of Officers	
	i. Reconciliations and Analyses	
	j. Investment Schedules	
	k. Verifications	
6	<u>INDEX TO PERIODIC EXAMINATIONS FILE:</u> These 5" x 8" cards arranged alphabetically by institution name list the dates of examination and names of examiners.	Retain records for ten (10) years then destroy.
7	<u>NEW BANKS:</u> Contains all documentation relating to the application (filing of a charter) to establish a new bank; i.e., correspondence, feasibility study, minutes of organizational meetings, financial reports and biographical information on proposed directors and the chief executive officer, major stockholders, proposed committees and operating policies, and documentation on regulatory actions.	Retain for ten (10) years after opening of bank. Then destroy.
8	<u>FINANCIAL REPORTS OF BANKING INSTITUTIONS:</u> Semi-annual reports of assets and liabilities and income and expenses submitted by State chartered banks and trust companies.	Retain for five (5) years. Then destroy.
9	<u>COMMON TRUST FUNDS:</u> As required by Section 508 the Financial Institution Article 12 of the Annotated Code, banking institutions must submit detailed plans for Common Trust Funds. Also filed here are correspondence and Annual Reports.	Retain while trust fund is in existence, and for three (3) years after dissolution. Then destroy.

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Item No.	Description	Retention
10	<u>MERGERS:</u> Folders containing all documents required from combining institutions which includes: <ul style="list-style-type: none"><li>a. Certificates of Merger</li><li>b. Merger of Agreements</li><li>d. Correspondence</li><li>e. Notices of Meetings Stockholders</li><li>f. Certificates of Publication</li><li>g. Certified Copies of Resolution of Stockholder</li><li>h. Newspaper Clippings</li></ul>	Retain for ten (10) years after completion of merger. Then destroy.
11	<u>DIRECTORS OATHS:</u> Lists of Directors and Officers (Form LD-7) along with signed and notarized Oaths of Directors.	Retain for two (2) years. Then destroy.
12	<u>COMPLAINT FILES:</u> Correspondence dealing with complaints against all financial institutions under jurisdiction of the Bank Commissioner.	Retain for three-(3) years after final settlement. Then destroy.
13	<u>STOCKHOLDER LISTS:</u> Mainly IBM printouts including register tapes. This information includes list of stockholders, their residences and the amount of stock held by each stockholder at the end of each calendar year.	Retain for two (2) years. Then destroy.
14	<u>APPLICATION/CANCELLATION FILES</u> (Mortgage Brokers/Bankers): Under State law, the above must secure a license and register by paying an annual charge to the Bank Commissioner. Folders established for each financial institution contain all or some of the below listed documents: <ul style="list-style-type: none"><li>a. Applications for Registration Forms-Notarized</li><li>b. License Copies</li><li>c. Surety Bonds</li><li>d. Correspondence</li><li>e. Articles of Incorporation and Amendments</li><li>f. Lists of Partners</li><li>g. By-Laws and Annual Reports</li></ul>	Retain for ten (10) years after final renewal. Then destroy.

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Item No.	Description	Retention
	h. Personal Statements of Finances	
	i. Official Recordation	
	An index is maintained on 5" x 8" cards which list the license number and date of examinations.	
15	<u>MORTGAGE AND SECURITY CARDS:</u> 5" x 8" forms filed by city or county, then by bank name and type of loan. They represent all loans and security holdings of banks at time of inspection by Bank Examiners.	Retain for five (5) years after placement in inactive file. Then destroy.
16	<u>BANK BRANCH FILE:</u> Folders are established for each application and contain the application, documentation of regulatory action, and related correspondence. Separate files are maintained for applications pending regulatory action or final opening. Upon actual opening for business, folders are filed under bank name.	Retain for ten (10) years after opening of bank or rejection of branch application. Then destroy.
17	<u>CURRENCY EXCHANGE MASTER INDEX CARDS:</u> 3" x 5" cards listing the names of principal licensees, address, business of principal (whether corporation, association or partnership), list of officers, license number, type of bond furnished and number of certified agents. Filed with each principal licensee card are cards for all agents of the licensee. Information included is the name of agent, address, business, principal's license number and date of last licensing. Arranged alphabetically by principal licensee with the agents cards alphabetized within each group. A copy of the card is also filed alphabetically by company name in either a current or closed section.	Retain cancelled principal licensee cards for ten (10) years. Then destroy.
18	<u>CORRESPONDENCE - FINANCIAL INSTITUTIONS</u> Mortgage bankers and brokers file is arranged alphabetically by bank name. Bank correspondence is arranged alphabetically by bank name and includes all correspondence concerning bank affairs, changes, relocations, examinations and results from arising from such.	Retain for five (5) years after creation or receipt. Then destroy.
19	<u>CORRESPONDENCE - GENERAL AND MISCELLANEOUS</u> Correspondence with Federal and State agencies, private groups, organizations and the public are filed here alphabetically by subject.	Retain for five (5) years after creation or receipt. Then destroy.